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UNCLAS DJIBOUTI 001014

SIPDIS

E.O. 12958: N/A

TAGS: [CMGT](#) [CVIS](#) [DJ](#)

SUBJECT: CONSULAR MANAGEMENT CONTROLS

CERTIFICATION - DJIBOUTI

REF: STATE 170853

1. (U) Consular Management Controls were reviewed October 10, 2005. The certifying officer is David W. Ball, DCM. While DCM is satisfied that all controls are properly followed, he will consult with Regional CO during that individual's visits to assure understanding.

2 (U) The narrative of the review follows as indicated in State 170853:

- a. The consular officer and the backup both have access to the basic references and instructions, and review them regularly.
- b. CST has been reviewed to ensure that personnel are limited to appropriate systems and individuals no longer at post have had their access removed.
- c. The working area is kept locked at all times.
- d. Physical Inventory of Accountable Items is kept in accordance with CMH600. The last inventory took place on October 10, 2005. Inventory levels of controlled items are at sufficient levels.
- e. Only the Consular Officer (chief of section) controls and destroys consular supplies.
- f. Cash accountability is in place. ACRS end-of-day is updated regularly and the cashiers get surprise cash counts regularly.
- g. The referral policy was updated September 20, 2005 in compliance with Consular SOP-66. Visa issuances associated with referrals are regularly reviewed.
- h. All staff have met the minimum training requirements. More training is expected in the new fiscal year.
- i. Standards of Conduct are regularly reviewed.
- j. Namecheck returns are rigorously checked. The consular officer confers with backups to confirm that they use similar guidelines for determining a name hit.
- k. VLA procedures are in place. The Ambassador spot checks issuances and refusals. CAT 1 hits are reviewed.
- l. LES only screen for a completed DS-156, DS-157, passport and appropriate photograph.
- m. Fingerprinting is done only by the Consular Officer.
- n. All candidates for visas other than A or G are fingerprinted and interviewed. We have no Consular Associates at post.
- o. An appropriately sized head-shot on a white background are required from each visa candidate.
- p. NIV adjudications have been reviewed by the Ambassador, and in the future will be reviewed by the DCM.
- q. All refusals from other posts identified in passports or NIV are thoroughly reviewed prior to adjudication to identify "visa shoppers".
- r. Consular files are being retained in accordance with the Record Disposition Schedule. NIV files older than three years have been returned to the U.S. for proper storage.
- s. Name checks are run for all ACS services. All original citizenship documents are reviewed by the consular officer for authenticity.
- t. The Fraud Prevention Officer (the sole Consular Officer) attended Fraud Prevention training at FSI in May 2005. Techniques learned there are being applied at post. We do not have the resources to do Fraud investigations outside the embassy beyond DNA testing for IVs.

RAGSDALE